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LIBRARIAN'S REPORT

JULY 1956 - JUNE 1958

July has been a routine month except for the arrival of Miss Ivy Hardin, the new Chief Reference Librarian, and a net gain of 541 in the number of registered borrowers.

The Boys and Girls Department has launched its summer reading club - this year with a Circus Parade theme. 732 children have joined the club. A collection of dolls in foreign dress has been given to the department by Mrs. John Kay. They will be very useful for use in displays and puppet shows.

The Building Superintendent reports the replacement of two lights of cracked window glass, the repair of two spigots, and the reconditioning of three sections of shelving which are to be moved from a storage area to the Circulation Department for young adult books.

The Catalog Department notes that our collection of bound periodicals has been rearranged. By installing new shelving, shifting volumes and moving some volumes from the second to the third floor, we have loosened up the bound periodical collection and provided shelf space for new volumes to be added.

Cool weather has resulted in much heavier use of the library at night than during previous years. Consequently, the Librarian has decided not to have the library close at 8:00 p.m. during the month of August. Miss Bailey, a summer substitute librarian, has removed a backlog of pamphlets awaiting subject heading and filing. And Mrs. Billiard has been going through some picture file source materials (pictorial magazines and volumes of collective biography), which had accumulated on the third floor, to discard useless items.

REPORT OF THE LIBRARIAN

FOR

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REPORT OF THE LIBRARIAN

FOR

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"During July the new winter schedule was planned and prepared for the printer. An experiment is being tried with this schedule in arranging trips to allow time to continue all the summer stops, including the three new ones, and additional time for several heavy winter stops, in the same alloted number of hours as formerly. This seemed possible by scheduling monthly visits up Cabin Creek and Paint Creek with all other trips remaining on a two-weeks basis. Both these runs have little patronage during the winter months when children are in school, but it is thought highly desirable that they be included in the schedule if at all possible since the areas are remote and relatively under privileged. Since the community of Tad on Campbell's Creek has had very small bookmobile patronage (an average of four books during the winter months last year) it was decided to switch that stop to Coal Fork, a more heavily populated area further down the Creek, in hopes of having a more successful stop there. The head of the department plans to try through telephone contacts and organizations to publicize the stop which will begin early in September. Other Bookmobile stops which are being omitted from this winter's schedule are Handley and Ruth. These also had been dropped from the summer schedule."

Thirteen teachers visited the library to select deposit collection books for twenty-two grades in eight schools. And Mrs. Amick, a summer substitute librarian, selected deposit collection books for seventy-seven collections in sixteen schools. Miss Alderson reports that bookmobile circulation is higher than July a year ago by 10% for juvenile and 19% for adult books. Mrs. Higginbotham of the Daily Mail staff went out on a bookmobile run on July 26 to gather material for an article on "a day on the bookmobile." On Saturday, July 28, the bookmobile was shown in a parade staged as a part of the St. Albans Library Fair.

Miss Ivy Hardin assumed her duties as Chief Reference Librarian on July 16.

The Librarian has, in consultation with the Chief Circulation Librarian, rejected two applications for the vacant position in the Circulation Department. This was done after a thorough investigation of the applicants and in the belief that we should not consciously add people to the staff who obviously have basic defects of personality.

The first was a 52 year old woman from Santa Fe, New Mexico, who has had a physical and mental collapse of eight months duration, who moved to the Southwest to escape sinus and sheumatism, and who is described by one of her references as having "certain eccentricities of character which might lead to a hesitation...in having her give talks before community groups and things of that nature."

The second rejected applicant was a 51 year old immigrant from Norway who graduated from Syracuse University in 1952 and from the library school at that university in June, 1956. She is described by some of her library school instructors as average, industrious, and conscientious, but by one as being hard of hearing and not too stable emotionally. I wrote a letter to this latter faculty member enclosing a job description and asking him to comment upon her aptitude for the particular position. He replied that her appointment to "any library position involving contacts with the public should be considered with care." He further stated that she had a nervous manner of conversation and that during the school year she became overexcited and disturbed about personal problems which she talked about at great length and which affected her work performance.

I mention these cases to show that we are getting some applications for our vacancies, to illustrate the point that we hear mostly from misfits or unqualified people, and to explain the basis upon which we have rejected these misfits.

Respectfully submitted,

REPORT OF THE LIBRARIAN

FOR

AUGUST 1956

Circulation and number-of-borrowers figures are continuing to climb, furnishing the library with strong statistical support for requests for increased income. For example we now have 32,218 registered borrowers - a gain of 26% in three years, and a net gain of 1,230 borrowers in the last four months alone! Circulation for the first two months of this year is higher in every department than for the comparable two months of last year. Library-wide circulation for the two months is 24,946 volumes or 28% higher than for the same period last year.

The point is that this increase in use, when unaccompanied by increases in books and staff, is draining the quality of every other aspect of library service and operations.

The Building Superintendent reports completion of a variety of projects during the month - rebuilding of a set of shelves for the Circulation Department, construction of a new set of shelves for gift books, furniture repairs, plumbing repairs, rewiring, and the installation of an exit light.

Summer reading club results are reported by the Boys and Girls Department. 687 children participated in the club, 200 of them earning certificates for the reading of at least 15 books.

The Circulation and Reference Departments did not follow the pattern of previous years by closing at 6:00 p.m. during August. Use of the library was not light enough to justify the early closing hour this year.

Exhibits in the library during the month were on (1) examples of good modern book publishing, (2) the Himalayas, (3) paintings of John Marin, (4) political conventions, and (5) Egypt and the Suez Canal.

In the Reference Department, Miss Gerard has completed the acquisition of a new file of college catalogs.

August saw the completion of the processing of classroom collections returned to the Extension Department at the close of school in May. Collections for 51 schools have been prepared for distribution this fall.

Respectfully submitted,

REPORT OF THE LIBRARIAN

FOR

SEPTEMBER 1956

The Boys and Girls Department reports that the Summer Reading Club program was successfully completed by 209 children. Miss Brown visited the schools having large numbers of pupils to receive awards.

Miss Brown has begun an interesting period of observation of the teaching of reading in the first grades at Fruth School. By observing the teaching of reading in one of our county schools, Miss Brown hopes to be able to compare national reading levels for vocabulary with those of our children. This information will be of help to her in selecting books for individual readers. She is also doing the story telling to one class and is keeping its room book shelf well stocked with outstanding picture books.

The Building Superintendent has installed a new light in the microfilm storage room, has rewired a light fixture in the Boys and Girls room, has painted the street floor men's room, and has made some plumbing repairs on the furnace.

The Circulation Department, with a full professional staff for the first time since October 1955, has begun to gather a little momentum. The new employee, Mrs. Bart, is proving to be energetic and diligent. Miss Figgatt has sent letters to school librarians suggesting that they invite high school teachers, particularly those in English, to bring their classes to the library for a tour. As you know use of the library by students, for vocational materials and for the writing of reports, is heavy.

The Extension Department fall schedule went into effect on September 4, and for the month, bookmobile circulation has totaled 7,216 volumes compared to last years' September total of 6,403. A full page feature and picture story

on the services of the bookmobile appeared in the Daily Mail issue of September 30. Miss Alderson reports a great deal of interest in the N.O.C.B. reading club discovered at the time of delivery of book collections to county schools in September.

The Reference Department is carrying on an inventory of the books in its department and simultaneously storing out-of-date items, fastening cumulations of unbound materials with plastic, and placing legible call numbers on the spines of books.

Administratively the library is in the doldrums. Circulation and other library use remains high, requiring increasingly greater efforts of the staff. Three departments are marking time in the planning of their work to see what the budget for the staff will be. The fall book publishing season, the biggest of the year, is upon us and no department knows how much money it is to have for books this year. Requests for furniture and equipment, the things with which we do our work, have been left in abeyance until we know whether we will be operational this year or whether we are to live in austerity.

Individually and privately, I imagine, the staff members are waiting to see whether they are needed to carry on vigorous, improving library service here or whether the institution is to go into decline. Collectively we haven't even resumed our bi-weekly department head meetings after the vacation period, because we don't know the financial framework within which we are to conduct library services and affairs.

For about three years now the library staff has gone on, with about the same appropriation, doing what it could to improve its performance and services in the faith that, when needs were demonstrated, the library would have more money to meet those needs. I don't believe that the staff can hang on much longer.

I'm not particularly an alarmist, but I will tell you that, unless you give this library some additional funds on which to operate, you are going to see it wither into a thing that will be a cause for apology and excuses rather than the source of satisfaction and confidence which it has been in the past.

This library needs about $167,000 on which to operate this fiscal year, and there's no fooling about it. It needs $25,000 from the city and $142,000 from the Board of Education. If it doesn't get it, it will suffer for it.

Respectfully submitted,

Mark Emm

October 5, 1956

REPORT OF THE LIBRARIAN

FOR

OCTOBER 1956

May I preface my report by saying, briefly, that my family and I are very happy to be in Charleston. I am grateful for being given the opportunity to serve as Head Librarian of the Kanawha County Public Library.

With the arrival of the new librarian on October 24, 1956 an intensive orientation program was initiated. This was done to insure successful and efficient operation in this transitional period. Important matters of Library Board membership and policy, budget, appropriations, library organization and financial management, staff relationships, personnel matters, building maintenance, book selection practices, and community and public relations were studied.

The past several days were spent in reviewing contents of minutes, reports, records, correspondence, and in extended conversations with the Secretary and Department Heads for the purpose of understanding current library policies. In addition, a staff meeting was held in order that the librarian might associate faces with names and make certain comments.

The forty-second anniversary conference of the West Virginia Library Association was held in Charleston at the Ruffner Hotel on November 2 and 3. I am pleased and proud to report that Miss Frances Alderson was elected Secretary of the Association for the year 1956/1957.

BOYS AND GIRLS DEPARTMENT

Miss Brown reports several interesting features. On October 27, a tea was given by the Boys and Girls Department in honor of Miss Jean Lee Latham - successful author and native West Virginian. Miss Latham won the Newbery Award Medal in 1956 for the most distinguished contribution to American

Literature for children with her book, CARRY ON MR. BOWDITCH. This award is made annually by the Children's Librarians' Section of the American Library Association.

On October 16, Miss Brown spoke to the members of the Parent-Teacher Association at Kanawha School. Then again on October 24, Miss Brown, together with the department heads, participated in a program at the Charleston Women's Club.

Dr. Smith of Marshall College and his class of teachers visited the Boys and Girls Department in the evening of October 24 to view our facilities and become familiar with the science books available for children. In the process a class session was held. We are pleased to report that a large number of books were borrowed by the teachers.

We have adjusted our loan period on teacher's loans from four to eight weeks. This was done because requests for extensions were made frequently, and we felt that by allowing more time with the collection a more effective use of the books would result.

BUILDING AND GROUNDS DEPARTMENT

The Building Superintendent made some necessary repairs to the plumbing in the staff room - Circulation Department. Plaster patch work was done on a wall in the processing room located in the Catalog Department. The area affected was repainted. Certain sections of loose pigeon proofing were removed from the ledges above the main entrance because they constituted a hazard.

CATALOG DEPARTMENT

The Catalog Department is continuing to unify the binding and mending processes. Miss Brugger reports that we have three volunteer workers in the

department. She adds that we have accessioned 1,230 books, an average number.

CIRCULATION DEPARTMENT

Our circulation continues to grow particularly with the young adult reader. Miss Figgatt found it necessary to order duplicate materials to meet the increased demand. More widespread use of our pamphlet material is being made due largely to Mrs. Bart's enthusiastic promotion of pamphlets.

EXTENSION DEPARTMENT

Bookmobile circulation, already heavy, increased more than 50% over October a year ago. The bookmobile missed its regular trips on October 11 and 12 because it was sent to Solon, Ohio for the purpose of re-conditioning faulty heaters. This trip was deemed necessary when the local agency confessed itself unable to give satisfactory service. Certain adjustments were made on the heaters, and the bookmobile staff assures me that keeping warm and comfortable will no longer be a problem. Total adult and juvenile registration on the bookmobile for October was 431 as compared with 250 a year ago.

Twenty teachers visited the Extension Department during October to select 1,030 books for 26 grades in seven different county schools.

Miss Alderson spoke before a teachers' group at the Chesapeake School on October 24.

REFERENCE DEPARTMENT

The department is continuing its inventory of the reference collection. Miss Gerard is assisting Miss Mary Lee Settle, a Charleston novelist, in securing information on the Know-Nothing Party. Miss Settle is using this material as a background for a new novel of West Virginia.

Respectfully submitted,

Nicholas Winovich

November 9, 1956

REPORT OF THE LIBRARIAN

FOR

NOVEMBER 1956

We have a dedicated staff who give unstintingly of their time and effort. I am sure they would like me to extend their thanks and appreciation to the Library Board for granting them an increase in salary. The response to your action was enthusiastic and not limited entirely to those immediately affected.

BOYS AND GIRLS DEPARTMENT

The one important event taking place in any children's room of any public library is Children's Book Week celebrated this year from November 25 to December 1. We planned a number of activities for the occasion and were pleased with the results. Literally, the room was teeming with children, and parents, too. In addition to a story hour and an exhibit of new books, we showed, for the first time, a library film based on an outstanding children's book. This novel experience was rewarding. Many of the children remarked that they hoped that we would show such movies more often.

We invited the art classes of the Thomas Jefferson Junior High School and the Children's Museum to submit posters bearing on the theme, "It's Always Book Time." Many of the pictures were colorful, interesting and imaginative.

We appreciate the publicity given us by the Gazette and Daily Mail. Pictures and stories appeared in both newspapers covering this event.

Miss Brown has made several speeches to Parent-Teacher groups and Mother's Clubs of Kanawha County.

Seven elementary grades from county schools, in addition to a Brownie Troop, have made visitations to the Boys and Girls room for the purpose of library instruction, story hour and registration as library borrowers.

BUILDING AND GROUNDS

Mr. Lander made and installed, in the bookmobile, a set of shelves to be used as storage space for bookmobile schedules and publicity, date-due cards, and other clerical needs. The building superintendent made some necessary repairs on furniture and painted book stacks. Mr. Fred Skiles has been on sick leave since November 23. A vacancy exists on our custodial staff and with the assistance of Mr. E. W. Snyder of the Board of Education we are screening candidates for the unfilled position.

CATALOG DEPARTMENT

A total of 1,124 books were cataloged. Thirty-eight were withdrawn from circulation and discarded. On November 16, Miss Betty Ann Dawson became Mrs. Earl Morton.

CIRCULATION DEPARTMENT

Miss Bryson reports that we have experienced our usual busy November. The two days following Thanksgiving Day were the busiest. Again, it is interesting to note the extensive use of the library made by high school students. It is a common sight to see both circulation and reference rooms filled with young people intent on gathering material for term papers and book reports.

Miss Ruth Figgatt visited Thomas Jefferson Junior High School on November 26 and gave a series of book talks. We are pleased with the reception the talks have received, and we are hoping to continue this phase of our work with young adults.

EXTENSION DEPARTMENT

The bookmobile was on the road for 21 days having travelled a total of 973 miles.

The department dirculated a total of 61,403 books - an increase of 2,588 books over November of 1955.

Forty-three teachers visited the Extension Department to select deposit collection books for 72 grades in 16 schools. Miss Alderson gathered six collections of 120 books for one additional school. A total of 2,385 books were prepared for delivery. By "deposit collection books" we mean, of course, juvenile titles chosen either by the teacher of professional staff of the Extension Department and lent to a classroom for one semester. We then will make one change at midyear for the purpose of introducing an entirely fresh, new collection. The books may be fiction or non-fiction depending on reading interests and classroom needs. The size of the collection usually varies from 10 books to 50 books. A large class naturally will be permitted to borrow the maximum number.

REFERENCE DEPARTMENT

Miss Hardin reports a substantial increase in the use of reference materials by the general library user and caller as well as the high school and college student. This increasing demand for information can be attributed to several factors: readiness of our staff to assist and direct the individual to sources of information, and the recognition by the public that the books they need can be found in the library.

Miss Gerard is bringing our collection of out-of-town telephone directories up to date. We are hopeful of securing these at no cost to the library.

Respectfully submitted,

Nicholas Winowich

December 7, 1956

REPORT OF THE LIBRARIAN

FOR

DECEMBER 1956

The purpose of the librarian's monthly report is to review for the "Library Board all books purchased and all books received during the month, the operations of the library and such recommendations as may be proper to promote its efficiency." From time to time, I would like to highlight some feature of library experience as it affects our staff and building, patrons and services in order that the preceding purposes might be fulfilled.

Last November I was questioned by a staff member on a matter relative to accident insurance. Being unfamiliar with current policies, I decided to make a thorough study relating to accidents affecting the Kanawha County Public Library personnel while on the job, accidents that affect patrons while on library property, and finally, matters regarding Workmen's Compensation.

I am grateful to Mr. Willis Chambers and Mr. Ross Bonar of the Board of Education for their time, effort, and interest in giving me the facts for this presentation.

In discussing any form of accident insurance, we must first consider two limiting factors. Briefly stated, they are:

(1) County boards of education may not, under West Virginia law, purchase accident insurance protection from public funds for the personal benefit of its employees.

(2) A county board of education, as a board, cannot be sued in an effort to gain compensation for injuries received. However, even though the Library and the Board of Education cannot pay for such protection, nor be held liable for it, group accident and/or health insurance is available to each employee, but may be had only if the employee pays the full cost.

Bookmobile and Truck Accidents

We carry no collision insurance on the bookmobile or truck. If our

drivers are at fault, the library must pay for all repairs.

Liability coverage is carried to the extent that it protects property and persons of the other party.

There is no accident insurance on any staff member unless the individual staff member has his own personal policy.

Public Liability

When a patron is injured on the Kanawha County Public Library property, there is no insurance covering the accident. Doctor, hospital, and other bills incident to the accident must be borne by the patron. For this reason, our entire staff has been alerted to remove hazards if and when they occur.

In case of a suit following an accident, library personnel may be held individually liable if negligence on their part is a contributing factor to the accident.

Workmen's Compensation

After several reversals of rulings, the county boards of education in the State of West Virginia are now permitted to participate under the workmen's compensation program. However, the Kanawha County Board of Education does not carry workmen's compensation coverage on any of its employees.

We recognize that accident prevention is the concern of all of us, and that accident protection, is in the best interests of the individual and of the library.

What action have we taken regarding this matter? The above facts were presented to the entire staff in the form of a memorandum and in consultation with each member. As a result, I am happy to report that 90% of the library's employees are now carrying some form of accident insurance made available to them through the Board of Education. The 10% not participating are covered by

insurance through family policies at home.

BOYS AND GIRLS DEPARTMENT

There were several interesting displays in the children's room during December. A list of one hundred outstanding children's books, recommended by librarians and reviewers and appearing in a special edition of the New York Times Book Review Section, was mimeographed for distribution to parents, teachers, and interested children. You will be pleased to know that we have every book on this highly regarded list--truly an indication of the quality of our children's book collection and the excellent book selection work being done by Miss Brown.

A display of the ten best illustrated children's books for 1956 was also featured. We were able to borrow the original illustrations.

On December 15 the puppet club gave the Christmas puppet show for the children's literature class from Morris Harvey College. Again on December 22 the club presented the same show for our own Christmas program for children.

BUILDING AND GROUNDS

The building superintendent reports on the installation of new glass in a window in the Boys and Girls Room. He repaired and painted two fluorescent fixtures and painted shelves to be installed in the return desk work area.

CATALOG DEPARTMENT

A total of 888 books were accessioned. Mail deliveries, in view of the Christmas season, were infrequent with the result that fewer books were received than are normally expected. Mrs. Mary Greene resigned as of December 19. Applications for the position of Clerk Assistant were taken, tests and interviews given and a replacement in the department was assured.

CIRCULATION DEPARTMENT

December followed a typical pattern, with a slack period before the holiday followed by a busy period afterwards. The three new desks for the professional assistants are now equipped with deep drawers which add to the usefulness of the desks. Venetian blinds have been installed on the side windows and Miss Bryson is sure that they will add comfort as well as beauty to the room. A new typing chair was purchased for the clerks at the charging desk and is much appreciated. Our circulation of films has been most impressive. These films have been shown 53 times to 1,784 individuals since July. As you know, six 16mm sound films have been placed on deposit for an indefinite loan period in the Kanawha County Public Library through the courtesy of the National Film Board of Canada, and may be borrowed by responsible groups and individuals for twenty-four hours.

EXTENSION DEPARTMENT

The bookmobile was on the road for 18 days having travelled a total of 831 miles.

Twenty-five teachers and a library committee from McKinley Junior High School visited the Extension Department and selected 1,742 books for 37 grades in 11 schools. Total circulation for the month was 22,929 books, an increase of 1,635 books over that of December, 1955.

REFERENCE DEPARTMENT

Miss Hardin reports that she and Miss Gerard are continuing their inventory of departmental holdings. We are aware of acts of vandalism, much of it dating from long past, but some current. All staff members have been alerted to this situation and remedial steps, closer supervision of rooms and stack areas, have been taken. Several months ago the department was asked to survey our West

Virginiana, local history, and genealogical needs, and more specifically whether we should attempt holdings and service in these fields or leave it to the Department of Archives and History. We are convinced that the Kanawha County Public Library has a great field for development, for the following reasons:

(1) The public library, located downtown, is easily accessible to more people than is the state capitol.

(2) Our evening hours make this research available after the capitol closing time.

(3) Our open shelves offer much better facilities than the page service at the capitol.

(4) It is possible for a public library to offer professional research assistance.

We need to think and plan toward the financing, housing, and staffing of a genuine historical and genealogical research.

A staff Christmas party was held at the Quarrier Diner on December 16. At the expense of making an obvious statement, a fine time was had by all.

Miss Alderson, secretary of the West Virginia Library Association, attended an Executive Board meeting at Parkersburg. Miss Bryson is serving on the Legislation Committee, Miss Brugger is a member of the Constitution Committee, and Mr. Winowich is chairman of the Legislation Committee and member of the Library Extension Committee.

Respectfully submitted,

Nicholas Winowich

January 11, 1957

REPORT OF THE LIBRARIAN

FOR

JANUARY 1957

A meeting of the department heads was held on January 15 to discuss such topics as the library bill now before legislature, the need for additional professional and non-professional assistance, utilization and improvement of our third floor including overall modernization of our heating and lighting systems, and the importance of an elevator in the building which would make all floors easily accessible for patron and staff use. We are forever hopeful that some or all of these ideas may become realities in the near future.

In a period of seven months from July 1956 to January 1957 we have discovered in analyzing circulation and registration statistics, that more people are reading more books. This, however, does not take into account the hundreds of library users who have made telephone requests for information, nor does it include the thousands of patrons, who visited us and used our facilities and resources and accepted professional guidance in doing research. Merely as a tangible indication of what went on in the Kanawha County Public Library we measured the extent of service to the residents of this county and found that our average circulation over a similar period of the preceding year, has increased to nearly 8,100 more books per month. Our registrations have increased to the extent that 125 more persons per month have library cards than in the same period of the previous year. At the present rate we expect to serve approximately one out of every five residents of the county. The staff is doing well to meet these increased demands.

BOYS AND GIRLS DEPARTMENT

During the year Miss Brown will receive a number of requests from parents, teachers and speech thereapists for children's books recommended to meet remedial reading needs. Several such requests were made in January and as an expression of appreciation by Dr Shepherd, the library will receive a subscription to the Bulletin of Children's Book Center, a publication of the University of Chicago. Miss Brown reports that the Bulletin will be of great value. The department received a cabinet from Mrs John Kay to be used for the shelving of our collection of dolls in foreign dress. Mary Ringel resigned effective February 1 and her position was filled by Alice Ringel, a former page. Special story hours were arranged for cub scout troops visiting the library from Tyler Mountain and Chelyan.

BUILDING AND GROUNDS

We have made several interesting improvements to the building - chief among them the painting of the one wall in the board room. The building superintendent has installed several units of shelving in the extension department and in the work area at the return desk. Electrical repairs were made to the water cooler in the Boys and Girls Room.

CATALOG DEPARTMENT

A total of 888 books were accessioned. Mrs Pat Seidel replaced Mrs Mary Greene who resigned.

CIRCULATION DEPARTMENT

The circulation of books and pamphlets continues to grow. Our experienced staff is able to meet this increased demand. Fortunately, the turnover in personnel is no longer the problem it used to be. Mrs Bart continues to contact adult education groups and the response received has been encouraging.

An interesting display was arranged through the cooperation of the Gazette in which 80 photographs, all national award winners in a newspaper photographer's contest, were put on exhibition in the reading room.

EXTENSION DEPARTMENT

The bookmobile was on the road for 22 days in contrast to 21 days a year ago. Bookmobile mileage was 1,010. Stops were omitted at Coal Fork and Malden on January 17 when the bookmobile generator developed mechanical difficulties as a result of below normal cold weather. Miss Mary Perriello began work on January 2 as a temporary replacement for Mrs Richard Isner who was granted a leave of absence. It is interesting to note that county schools are continuing to take advantage of our deposit collections program. A total of 3,255 books were prepared for loan to 102 grades in 23 schools.

REFERENCE DEPARTMENT

Miss Hardin reports that a checklist of holdings on the history of West Virginia counties reveals that we have materials on 45 of the 55 counties. Attempts will be made to fill in those areas not represented. The Knights of Columbus were asked if they would like to replace, at a cost of $141.00, our presently worn out set of CATHOLIC ENCYCLOPEDIA. They replied in the affirmative and arrangements concerning payment, delivery and publicity are nearly complete. The rearrangement of furnutire and equipment is with us again. The changes occurred in the periodical room and in the main room. A future change contemplates the relocation of private desk areas for the reference and assistant reference librarians in the space now occupied by the microfilm reader. A suitable station has been found for the displaced item.

Respectfully submitted,

Nicholas Winowich

REPORT OF THE LIBRARIAN

FOR

FEBRUARY 1957

BOYS AND GIRLS DEPARTMENT

One of the highlights of a child's visit to the Boys and Girls room is to attend a puppet show presented by Miss Brown and her staff. Oftentimes, in planning a visit to the library involving a children's group, the leader will request that a puppet show be planned for the occasion. Miss Brown is happy to make such arrangements. But puppet shows, reading clubs and story hours are only a part of our juvenile program. Each in its own way leads to the appreciation of books and children's literature.

BUILDING AND GROUNDS

The building superintendent replaced several panes of glass in the children's room and on the third floor. In addition, new light fixtures were installed in several workrooms.

CATALOG DEPARTMENT

A total of 790 books were accessioned. Miss Beverly Fleck, a senior clerk, became Mrs. Thomas Thompson on February 9. Each Saturday morning a group of Girl Scouts have been working as volunteers cleaning and mending books.

CIRCULATION DEPARTMENT

Miss Bryson reports that the entire department has been engaged in preparing bibliographic materials for interested groups and individuals. Such requests usually cover a wide range of subjects - as Lenten reading lists which were prepared and distributed to the churches of the county; special lists for Adult Education, the Young Women's Christian Association and Morris Harvey College. We feel that such an endeavor is good because through it, our

library performs one of its basic services - to assist civic, cultural and educational organizations in locating and using materials for program planning, projects and the education of members. Our circulation of books continues on an upward trend. We have loaned a collection of young adult books to the South Charleston Library for an indefinite period. One of the more interesting exhibits-of-the-month concerned the display of a newspaper, New York Herald, published the night Lincoln was shot.

EXTENSION DEPARTMENT

In 20 days our bookmobile covered a distance of 910 miles. With the installation of a new motor in one of our bookmobile heaters, cold and dampness have been overcome. The total circulation, 44,494, is greater by 6,757 than for February of a year ago.

The librarian and Miss Alderson prepared an article on library services to schools of the county which will appear in the April issue of Kanawha Teacher. Miss Alderson, Secretary of the West Virginia Library Association, attended an Executive Board meeting in Parkersburg on February 20. Mrs. Richard Isner, a senior clerk and at present on a maternity leave of absence, offered her services as a volunteer worker to type the records for last year's Noble Order of Bookworms.

REFERENCE DEPARTMENT

Preparations for a book inventory in the Reference Department are now complete. The actual work will begin in March under the supervision of Miss Brugger. Miss Hardin reports that a total of 589 reference questions (including 139 by telephone) were answered. Some typical questions are: "How do I sell my patent"?"What are some famous West Virginia coal strikes"? "Will you describe the MacQueen clan plaid"? "Who invented the paper clip, etc."?

The librarian attended the Executive Board meeting in Parkersburg on February 20, and was elected Co-Chairman of the 1957 West Virginia Library Association Annual Conference.

The library received a William A. Bradford, Jr. Memorial Fund check for the amount of $473.60.

Respectfully submitted,

Nicholas Winowich

Nicholas Winowich
Librarian

March 15, 1957

LIBRARIAN'S MIDWINTER REPORT

The Librarian attended the Midwinter meeting of the American Library Association in Chicago from January 29 to February 2, 1957.

As you know, the general nature of this gathering is to evaluate and present the business and legislative activities of the association for the preceding six months. Recommendations for a course of action are made and acted upon, and final preparations begin for their presentation to the membership at the annual summer conference.

The Public Library Division met on several occasions to discuss such important items as the Library Services Act, the new standards for public library service and Operation Library.

Library Services Act

In June 1956 Congress passed, and the President signed, the Library Services Bill which made library services to 27 million Americans living in rural areas a matter of government concern and policy. Through this bill, an appropriation is made to states on a formula based on rural population, per capita income and state library agency budget. To review briefly, Congress appropriated $2,050,000 to begin the program for the first fiscal year, July 1, 1956 to June 30, 1957. The Library Services Act authorized $7,500,000 for this first year of the program, but Congress approved only a portion of the original amount. It was then expected that the second year's program would begin with the first full amount as authorized under the Act. However, the President recommended only $3,000,000, and the American Library Association as well as the West Virginia Library Association is quite concerned. West Virginia is eligible to receive approximately $145,000 annually on the full amount. It will instead receive $40,000 as its share of the initial $2,050,000, and $62,000 if the present amount remains at $3,000,000 as recommended by the President. To date, West Virginia is one of the three states that have already received their federal funds.

Public Library Service: A Guide to Evaluation With Minimum Standards.

This is a plan for providing better library service to the community. It is based on the American concept of cooperation for the common good. It was prepared by public librarians of the country as a guide to evaluation, with minimum standards.

The principles and standards cover the main aspects of library service: structure and government, service, books and non-book materials, personnel, organization and control of materials, physical facilities, and costs.

Operation Library

"Operation Library" is a national program of the United States Junior Chamber of Commerce through which Jaycees are encouraged to lend their time and efforts for the purpose of promoting and developing public library service in the community. Beginning in Arkansas in 1955, the movement has grown to the extent that 14 state Jaycee organizations have adopted "Operation Library" as a top-priority, class one project. The program will continue through 1958.

The Library Administration Division recently organized, presented its statement of objectives and fields of interests. This division is directly concerned with library administration in general as well as six major areas of library administration (personnel, financial, buildings and equipment, public relations, governmental relations, and library organization and management) as they apply to the overall and internal administrative practices of all types of libraries - whether large or small.

Other sessions at Midwinter of particular interest to me included the meeting on the reorganization of the Children's Library Association and Association of Young People's Librarians. The purpose of these meetings was to prepare a clear division of activity which would correct the confusion and duplication of effort that formerly existed. The American Association of Library Trustees met and presented its new by-laws. The purpose of this organization is to study and encourage the development of libraries and library service; to study the library programs of the several states and to disseminate the information gained from such study; and to strengthen state trustee organizations. It was reported that the trustee membership totaled 868 members. The Council of the American Library Association, the governing body of the association, met on two occasions to hear and decide on matters involving policy.

Such meetings as this are important to librarians because it gives them an occasion to see, hear, discuss and participate in matters of professional concern. I want to express my appreciation and thanks to the Library Board for giving me the opportunity of attending the American Library Association Midwinter Meeting.

Respectfully Submitted,

Nicholas Winowich

Nicholas Winowich
Librarian

March 15, 1957

REPORT OF THE LIBRARIAN

FOR

MARCH 1957

The Kanawha Welfare Council at a March 13th meeting at the Ruffner Hotel, presented a panel discussion program entitled, CRISIS FACING THE KANAWHA COUNTY PUBLIC LIBRARY. Four guest panelists representing the Library Board, Board of Education, City of Charleston and Kanawha County Court participated: Mr. John V. Bay, Mr. L. K. Lovenstein, Mr. John T. Copenhaver and Mr. A. H. Glenn. The interest generated by the program was reflected in the number of people who were present at the luncheon. In prefacing his remarks, the moderator emphasized the point that more people were present than at any time in the past two years.

Since that meeting, City Council has requested its legal department to prepare an opinion on the recently passed Library Bill.

Steps have been taken in recent weeks to gather information regarding an elevator installation at today's prices. Several firms have been contacted, and to date, one has submitted an estimate of $20,500. This figure represents an increase of approximately 15% over one quoted in 1955. It should be pointed out that the above cost does not include architect and contractor fees. It is the Librarian's belief that the committee on Building and Grounds should proceed at this point to secure the services of an architect.

You will note that the business office, hallway and cataloging rooms have been repainted. It was also necessary to patch the plaster on some walls and ceilings. These areas are once again pleasant in atmosphere and provide a source of satisfaction to the staff.

BOYS AND GIRLS DEPARTMENT

Miss Brown reports the successful completion of a display of children's books arranged jointly with the British-Speaking Union. Children were heard to remark, in unbelieving tones, "Did these books really come from England?" March was Girl Scout month and we have had visitors from as far as Huntington. A humorous incident occurred when one of the Brownies, apparently a sports fan, asked if she could see the coach. So, Miss Brown introduced the troop to the Librarian.

BUILDING AND GROUNDS

The building superintendent is waging a successful battle in our war against pigeons. We have discovered, much to our pleasant surprise, a repellant which when applied to the window sills, doorways and building protrusions gives off an offensive smell as far as the pigeons are concerned. Of course, our operation thus far is limited to areas most vulnerable - the entrances on Lee and Hale Streets. The situation is almost in hand and the conditions are no longer as bad as some people have said.

CATALOG DEPARTMENT

Miss Brugger reports that an inventory to determine the library's total book stock is progressing satisfactorily. The work was started in the reference department and is now one-fourth complete.

CIRCULATION DEPARTMENT

Miss Figgatt was temporarily assigned to duty in the reference department as an assistant. This change was made necessary by the resignation of Miss Ivy Hardin. Exhibits in the library were on (1) The Latest in Music, (2) Lenten

Reading, (3) Records For Home Use, (4) A World of Information, (5) The Young Adult Reads, (6) For your Child, and (7) When You Need a Pastime.

EXTENSION DEPARTMENT

Fall requests for deposit collections in schools have been received from 54 schools as compared to 46 received by this time last year. We are expecting more to come in during the summer months. The bookmobile is in need of repainting and the cost is expected to amount to approximately $450. The Librarian, in consultation with the department head, is thinking in terms of making plans for a Saturday bookmobile "open house." Bookmobile circulation for March increased by 16% - 10,950 books were circulated as compared to 9,394 of March 1956.

REFERENCE DEPARTMENT

Miss Frances Gerard succeeded Miss Ivy Hardin as department head. Because of increased use of our reference facilities, particularly during the evening hours, a part-time, professionally trained librarian has been working in the department two evenings per week. Our collection of telephone directories is increasing and rapidly developing into a valuable reference asset.

Respectfully submitted,

Nicholas Winowich

Nicholas Winowich
Librarian

April 12, 1957

REPORT OF THE LIBRARIAN

FOR

APRIL 1957

The circulation of books and related materials continues to grow. In the period of July 1956 to April 1957, approximately 599,000 items were circulated. In the same period of the previous fiscal year a total of 525,000 items were taken home.

Charleston Council #771 of the Knights of Columbus, Charleston, West Virginia, has presented a set of Catholic Encyclopedia to the reference department of the Kanawha County Public Library. To date eight volumes have been received. The remaining nine volumes and supplements will be delivered from the publisher in the very near future.

The Hill and Dale Garden Club spent considerable time and effort one morning in beautifying the library grounds.

Both papers gave publicity to each event. One story prompted an organization to inquire as to the acceptance of a gift of money by the library. It seems each year, a project is adopted, a benefit is planned, and the proceeds from the theatrical or musical program usually a thousand dollars or more, is turned over to the agency chosen. A number of members of the organization have expressed an interest in doing something for the Kanawha County Public Library. Of course, it should be borne in mind that the above is not a "sure thing".

BOYS AND GIRLS DEPARTMENT

The circulation of children's books and the registration of juvenile borrowers continues to grow. Miss Brown is completing arrangements for a vacation reading club. We are expecting to enroll approximately 1,000 youngsters in the program. As you know, the purpose of the vacation reading club is to maintain the child's interest in books and reading during the summer period. The Boys and Girls Department recently received a gift of an Italian doll. Dressed in colorful costume, the doll will be added to our growing collection of foreign dolls.

BUILDING AND GROUNDS

The building superintendent and his staff patched considerable areas of plaster and repainted in the librarian's office. Several window shades were purchased and placed in position on the second floor. The result offers some improvement in the outside appearance of the building.

CATALOG DEPARTMENT

A total of 992 books were accessioned in April. Mrs. Patricia Seidel resigned and was replaced by Mrs. Christine Parrish who was transferred from the circulation department.

CIRCULATION DEPARTMENT

Another of the more outstanding exhibits of the current year consisted of original paintings, etchings, lithographs and wood cuts from the private collection of Miss Lucina Keane. Miss Barbara

Schumann began working on April 22, and on the same day Mrs. Christine Parrish was transferred to the catalog department.

Miss Bryson reports the circulation of materials as very heavy the first two weeks of April. Gradually, as student assignments were met, the atmosphere became less hectic.

EXTENSION DEPARTMENT

The new bookmobile summer schedule has been printed and distributed. The number of stops was reduced from 48 to 45. Visitations were eliminated in localities where business was slow. Several new stops were added in areas which were previously unserved by the bookmobile. Seventy-two teachers selected 107 collections totaling 4,010 books for September delivery to 25 schools.

REFERENCE DEPARTMENT

The inventory in the department is progressing rapidly and satisfactorily. The inventory has given us an opportunity to discard old titles, particularly those in the technology section where changes have been many.

Respectfully submitted,

Nicholas Winowich

Nicholas Winowich
Librarian

May 10, 1957

REPORT OF THE LIBRARIAN

FOR

MAY 1957

The Librarian, on May 31, was interviewed on the radio show, "Heart-beat Charleston" heard over station WGKV. The library, its problems, books and services were some of the subjects discussed.

The Librarian made the annual presentation of NOOB awards at the St. Albans Public Library on May 27. It was most impressive and certainly satisfying to see so many youngsters participate in our reading program. Also present were many parents who, I am sure, were just as happy and proud as the children.

The Charleston section of the National Council of Jewish Women expressed an interest in doing volunteer work in the library. As you know, the work involves such duties as mending, pasting and repairing of books, shelving of books, and making posters.

Two busloads of grade school children from Bluefield, on a visit to the capital city, included the Kanawha County Public Library on their itinerary.

The two Great Books Discussion Groups will combine for the summer and will continue to meet in the library.

Our circulation figures show an increase of approximately 13% over a comparable period of last year. These figures further reveal that 52% of the books taken home go to the residents of Charleston.

BOYS AND GIRLS DEPARTMENT

Miss Brown reports that seven classes from Kanawha County Schools visited the library. Many of the school children were here for the first

time. Plans for the summer reading club are progressing rapidly. We have already enrolled 546 members. The theme this year is "World Travelers." For every book read, the child is given a travel stamp to paste on his reading certificate. The reading certificates are displayed in the Boys and Girls room and on completion of the program in September the certificates will be given to the children.

Visits were made by Miss Brown to Mercer, Sacred Heart, Fort Hill, Elk and Watts schools for the purpose of making the annual NOOB awards.

Miss Brown was interviewed over radio station WGKV on May 30. She talked on the Noble Order of Bookworms: its origin, progress and results.

I believe that such programs as the Vacation Reading Club and NOOB do much to stimulate school children to read more and develop sound reading habits.

BUILDING AND GROUNDS

The building superintendent, together with members of his staff, relocated several bookstacks while adding others to the Circulation Department. The movement was prompted by a shortage of available bookshelf space.

CATALOG DEPARTMENT

Miss Brugger reports that an inventory which began in the Reference Department is now complete. A search for missing books will continue for several months.

Two members of the Ford School P.T.A. of Dunbar received instruction on mending and care of books for a project soon to be undertaken by that organization.

Miss Mary Mays replaced Mrs. Betty Ann Morton who resigned effective June 10.

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Miss Mary Mays replaced Mrs. Betty Ann Morton who resigned effective June 10.

CIRCULATION DEPARTMENT

Miss Bryson reports that fewer library materials were circulated in May than in any of the 10 preceding months. Yet, even so, this represents an increase of one thousand items over last May's circulation. All of which points out a fact expressed earlier that circulation for the year will be greater by approximately 13%.

Because of a shortage of shelf space in the non-fiction section, several ranges of unused bookstacks were placed in the department to relieve overcrowded conditions.

Mrs. Jo Ann Goff resigned effective May 17 and was replaced by Miss Marjorie Cook.

Several interesting and attractive exhibits were arranged by Mr. Simmons and displayed in the department.

EXTENSION DEPARTMENT

Miss Alderson reports that 616 school children served by the Extension Department received NOOB awards.

Miss Alderson and Miss Francis visited 48 county schools when deposit collections were picked up at the close of the school year. This contact with principals and teachers is extremely helpful because it gives us all an opportunity to evaluate the program.

After 12 years of faithful and diligent service, Mr. C. F. House retired as bookmobile driver. He was replaced by Mr. Floyd Bowen.

Miss Alderson and Miss Francis prepared publicity releases for a number of county newspapers on the new summer bookmobile schedule.

REFERENCE DEPARTMENT

Miss Gerard reports that there has been the usual decline in reference services as the patrons turn to outside activities.

A number of inquiries addressed to Clerks of County Courts in regard to West Virginia County Histories not in our collection failed to turn up any additional materials.

An adult education class from Morris Harvey College spent the evening of May 16 visiting the building, getting acquainted with its services, and receiving instructions on the use of the library.

Respectfully submitted,

Nicholas Winowich

Nicholas Winowich
Librarian

June 7, 1957

REPORT OF THE LIBRARIAN

FOR

JUNE 1957

BOYS AND GIRLS DEPARTMENT

Miss Brown reports that interest is continuing in our program to acquaint the youngsters of the county with the library. In June, five organized groups visited the library. She adds that all of the 101 visitors ranging in age from six to eight registered for library cards.

Miss Brown talked to the counsellors at Camp Wheelgate on story telling and creative dramatics.

BUILDING AND GROUNDS

The building superintendent reports that numerous repairs were made to electrical fixtures, windows and cabinets. Some thought is being given to the idea of installing, on a temporary basis, a hugh exhaust fan on the top floor.

CATALOG DEPARTMENT

Miss Brugger reports that a total of 456 books were accessioned in June. This total is very small and for obvious reasons. The end of the fiscal year sees fewer books ordered, and consequently fewer volumes are received.

CIRCULATION DEPARTMENT

In addition to the normal routine of operations, Miss Bryson reported that two exhibits, on display in the department, were very well received. One, "George Mason Day," consisted of books, pamphlets, maps and pictures about George Mason and emphasized his contribution to American life. The exhibit was arranged in cooperation with the National Society of Colonial Dames, Resident in the State of West Virginia. A science fair in the Junior

High School Division was one of the outstanding exhibits of the year. The ability and imagination of some eighth and ninth grade boys and girls is simply amazing. As an example: there was a working model of an electrical generator, a life cycle of a frog done in clay, and a cross section of the human eye.

EXTENSION DEPARTMENT

The bookmobile was on the road 20 days having travelled 1,032 miles, and in that time a total of 9,325 books were circulated for an average daily circulation of 466 books.

Mrs. Richard Isner returned to the department on June 4 as senior clerk after a five months leave of absence without pay.

As of the first of June, there were 57 requests for school deposit collections. The average number of books per deposit totals 40 books.

REFERENCE DEPARTMENT

The demand for reference services in June was not as heavy as it has been in the preceding months. This was probably due to the closing of school and the hot weather. College students attending summer school have been using the department's facilities to collect material for their research papers. Many teachers are included in this group. High school graduates planning to go to college, and their parents, have been using our collection of college catalogs and directories.

Respectfully submitted,

Nicholas Winowich

Nicholas Winowich
Director

REPORT OF THE DIRECTOR

FOR

JULY 1957

The year just completed has been one of the busiest in the history of the Kanawha County Public Library. More people owning more library cards borrowed more books than in any previous year.

Briefly, some of the statistical high lights are:

(a) Nearly 3/4 of a million books were circulated.

(b) An average of 2,357 books were circulated per day.

(c) Approximately 1 out of 5 residents of Kanawha County took home from 1 - 10 books.

(d) An average of 39 cards, new and renewals, were issued each day.

The vacation schedule has begun and will be in effect, for the most part, through August. Two high school librarians, Miss Hazel Fisher and Mrs. Thelma Amick, were employed to cover professional staff vacations in the Boys and Girls, Circulation and Extension Departments. Summer substitutes are not hired to replace vacationing clerical workers. Temporary vacancies are covered by means of shifting personnel between jobs whenever the situation demands.

The Director and Chief of Circulation attended the annual conference of the American Library Association in Kansas City, Missouri. A report of the convention has been prepared and will be mailed to each member of the Library Board.

The Director and department heads have begun work on the administrative manual. A target date for the completion of a first rough draft has been set for December 1. Barring complications, a finished copy should be ready

for Library Board consideration and approval at its January meeting.

Members of the Special Committee on Finances, Mr. Hanson, Mr. Kleeman and Mr. Williamson met with the Finance Committee of the City of Charleston on July 30. The Director was also present and answered questions.

BOYS AND GIRLS DEPARTMENT

Miss Brown reports that a total of 816 youngsters are participating in our summer reading club program. Organized children's groups continue to visit the department. At a meeting of city playground directors, Miss Brown conducted a symposium on the art of story telling. Another children's literature class from Morris Harvey College spent a two hour period in the department generally getting reacquainted with the world of books.

BUILDING AND GROUNDS

A large exhaust fan was installed on the top floor for the purpose of withdrawing some of the unusually warm air present in the Circulation, Reference and Boys and Girls Departments. Temperatures have not fallen by any great means; however, the agitation of air is much better. Numerous repairs were made to electrical fixtures, windows and cabinets.

CATALOG DEPARTMENT

A total of 524 volumes were cataloged in July. I might add that in the fiscal year just completed, 9,673 volumes were added to the library's collection. Of this amount, 4,429 were juvenile titles, while 592 books were acquired through gifts to the library. Book budget expenditures were made as follows:

85% books
3% phonograph records
6% binding
6% periodicals

Mrs. Beverly Thompson, senior clerk, resigned effective July 23 to accompany her serviceman husband to his next military assignment. Miss Mary Mays, order clerk, resigned effective July 24 because of ill health. Mrs. Christine Parrish was promoted from senior clerk to order clerk and two new senior clerks were hired for work beginning August 5.

CIRCULATION DEPARTMENT

A change in format and emphasis will take place with the August issue of the monthly booklist. In an endeavor to save time, effort and money it was necessary to change the inclusive listing to offer more selective titles. Each title listed will carry a short descriptive annotation of a fiction or nonfiction book, adult as well as juvenile. We hope to make it both appealing and imaginative. Miss Bryson has been appointed editor.

EXTENSION DEPARTMENT

The bookmobile was on the road 21 days having traveled a distance of 1,185 miles. The new Fall and Winter Bookmobile Schedule has been completed and is ready for distribution. Certain stops in seven communities were dropped and four new ones were added. Changes were necessary because of poor reception by the adult population. For the first time, two bookmobile stops have been planned for suburban Charleston - one in Kanawha City and the other at Orchard Manor. Miss Alderson reports that the total circulation for the department was 52,481 as compared with 50,372 a year ago. On Saturday, July 27, the bookmobile took part in the annual St. Albans Public Library Fair.

REFERENCE DEPARTMENT

Mrs. Ida Bullen, the new assistant reference librarian from State

College, Mississippi, began her duties on July 1. A rather expensive operation of mounting West Virginiana newspaper clippings was eliminated. A much more simplified and less costly procedure will be used.

Respectfully submitted,

Nicholas Winowich

Nicholas Winowich
Director

August 6, 1957

AMERICAN LIBRARY ASSOCIATION ANNUAL CONFERENCE

JUNE 23-29, 1957

Kansas City, Missouri

Judging the reaction of many librarians, the 76th Annual Conference of the American Library Association held in Kansas City, Missouri, was one of the most successful conferences. There were approximately 3,000 librarians, trustees and friends who attended and participated in over a hundred meetings encompassing every possible library subject from accessions to young adult collections.

The weather was ideal and convention provisions were more than adequate.

Presiding was Mr. Ralph Shaw of Rutgers Graduate School of Library Service, who emphasized the "new awareness throughout America of the importance of libraries in strengthening our greatest national heritage--an informed citizenry." At the close of the session, Mr. Shaw turned the office of president to his successor, Miss Lucille M. Morsch of the Library of Congress.

Two significant steps were taken which are of special importance to the history of the American Library Association. The final adoption of the plan for general reorganization had been consummated after considerable discussion; often anxious and heated. By so doing, it is the hope that duplication of efforts and purposes of groups within the association will be eliminated resulting in a much simpler structure. Secondly, Council, which is the governing body, voted to sell the present American Library Association headquarters building in Chicago, and to move to Washington, D. C. After this vote was reported to the conference, a petition was circulated and signed by over 200 librarians that a vote of the entire membership be taken to decide on the question of moving. It should be pointed out even though Council is

the governing body, its decisions may be overruled by a vote of the membership if a petition with 200 signatures requests a review.

Word that Congress had restored the full $5,000,000 appropriation for library extension in rural areas was received with enthusiasm. A report of the progress of state programs for use of the funds was also submitted. The West Virginia Library Commission was one of the first three states to have its plan approved.

The high light of the entire conference was the appearance of a former President of the United States, Mr. Harry S. Truman. He extended warm and characteristic greetings and described the need for the protection of state papers such as have been given the Hoover Papers at Stanford University, the Roosevelt Papers at Hyde Park, and now to those of his administration at the nearby Truman Library. Mr. Truman described its treasurers and invited librarians everywhere to "come visit" it any time.

The presentation of various awards, of course, is always a serious moment. The recognition of individuals and libraries for their achievements and contributions to librarianship and library development is an inspiration to all.

On behalf of Miss Bryson and myself I want to extend our thanks and appreciation to the Library Board for giving us the opportunity of attending the American Library Association Conference in Kansas City, Missouri.

Respectfully submitted,

Nicholas Winowich

Nicholas Winowich
Director

REPORT OF THE DIRECTOR

FOR

AUGUST 1957

The Library Director was authorized to make application for Workmen's Compensation Insurance. The application was approved by the State Compensation Commissioner and made effective beginning August 17, 1957. Since our coverage does not extend "portal to portal", the members of the library staff are being encouraged to renew their present Student Protection Policy which protects them while travelling to and from work. The cost of the accident insurance is only $1.75 per year.

Miss Bryson and Miss Brown attended the Radio-Television Clinic held at Morris Harvey College on August 13. The workshop, which was under the direction of the staff at WCHS-TV and Radio, covered such topics as radio-television programming, production, promotion and public service.

The members of the Library Board might be interested in learning that all three of our graduating high school seniors have completed preparations for college entrance in the fall. The two young men are planning on a career in civil and electrical engineering, and the young lady is interested in the teaching profession.

The Library received its semi-annual William A. Bradford, Jr., Memorial Fund check in the amount of $829.08. In February, you will recall, we received a check of $473.60. The total amount of Bradford money received for the year 1957 was $1,302.68.

BOYS AND GIRLS DEPARTMENT

Miss Brown reports that the results of the Vacation Reading Club program have been most encouraging. This year a total of 876 youngsters participated

as compared to 730 of last year. Most boys and girls read at least five books, some as many as 15.

BUILDING AND GROUNDS

The painting of the board room is now complete. The building superintendent reports the installation of a light fixture above the stairs leading to the Boys and Girls Room. This area was not as well-lighted as it should have been.

As soon as time and schedule permit, Mr. Lander and his crew plan to dig up several feet of earth along the Lee Street wall in order to coat the wall with a waterproofing compound. We believe this will remedy the problem of wet walls, falling plaster and peeling paint in the ground floor rooms.

CATALOG DEPARTMENT

Two new senior clerks were hired to fill vacancies within the department. Sue Fritsch and Patricia McNellan began work on August 5. Miss Brugger reports that in August a total of 776 volumes were added to the library's collection.

CIRCULATION DEPARTMENT

Circulation of library materials continues to remain high. A number of interesting exhibits were on display in the main room. "Let's Look at Education", consisting of books and pamphlets on the problems and latest developments in the field of education, received a great deal of attention. "Pictures in the Home", a display of books and illustrations showing the proper use of pictures in the home, was well received.

EXTENSION DEPARTMENT

In 22 days the bookmobile travelled a distance of 1,118 miles. Evan Hall, a former state policeman, was hired as a bookmobile driver to replace Floyd Bowen who returned to his regular job driving a school bus. Mr. Hall began work on August 19. Fifty-seven county schools are scheduled to receive deposit collections as compared to 51 served last year.

REFERENCE DEPARTMENT

Miss Gerard reports that reference services have increased in comparison with this time last year. A total of 294 questions were asked, all of which were answered.

In order to facilitate procedures when requests for interlibrary loans are made, a preprinted recommended form is now being used.

Respectfully submitted,

Nicholas Winowich

Nicholas Winowich
Director

September 10, 1957

REPORT OF THE DIRECTOR

FOR

SEPTEMBER 1957

The Kanawha County Public Library received a check for $10,000 from the City of Charleston. The sum represents one half of a $20,000 voluntary contribution approved by City Council. The receipt of the check was acknowledged and an expression of thanks was extended to the Mayor and members of City Council.

Delivery on the remaining nine volumes of the CATHOLIC ENCYCLOPEDIA has just been completed. As you know, the set was purchased in March by the Charleston Council #771 of the Knights of Columbus and presented to the Library. I might add that the reason for the delay in delivery of these volumes to some customers came as a result of an unusually large printing order which had to be completed before mailings could begin. Because of its obvious reference value, the old CATHOLIC ENCYCLOPEDIA will be sent to the South Charleston Public Library on an indefinite loan basis.

As a member of the West Virginia Junior Chamber of Commerce, I have been asked to serve as state chairman of the National Jaycee project - OPERATION LIBRARY. The purpose of the project within the state, is to focus the spotlight of community attention on the public libraries of West Virginia and on their needs.

The West Virginia Library Association will convene in Beckley on October 18 and 19 for its 43rd annual conference. A program consisting of meetings, discussions and exhibits has been planned. All members of the Library Board are invited to attend. The library's staff is participating in various capacities - as officers in the Association, speakers, discussion leaders

and chairmen of various convention committees.

BOYS AND GIRLS DEPARTMENT

Activity in the children's room, with the start of the new school year, is increasing in tempo. The Library's school term reading club, the Noble Order of Bookworms, is once again in operation with about 300 youngsters already registered - Miss Brown reports that approximately 100 boys and girls from grade schools, Brownie Troops and Sunday School Classes visited the Library; some for the first time.

BUILDING AND GROUNDS

In addition to the normal routine of duties, Mr. Lander and his crew are constantly making minor repairs to fixtures, furniture, floors and walls. The hot water heater will have to be replaced soon, probably at a cost of between $300 - $400. Our present unit, of unknown age, is working but not efficiently.

CATALOG DEPARTMENT

Miss Brugger reports that a total of 682 volumes were added to the collection last month. Of this sum, 122 were added through gifts, nine by reinstatement and 551 by purchase.

CIRCULATION DEPARTMENT

Miss Bryson reports that a class of student nurses from Kanawha Valley Hospital visited the Library. These students were told about the Library's services and were shown how to use bibliographic tools such as indexes and card catalogs. Our monthly booklist, with an emphasis on selectivity, is being well received. The use of outstanding exhibit material continues to attract the attention of library patrons. "The Charleston Ballet," an

exhibit of original sketches and designs, enclosed in an attractive setting, drew many visitors.

EXTENSION DEPARTMENT

The Fall Schedule of bookmobile stops began on September 3. The bookmobile was on the road for 20 days and travelled a distance of 929 miles. The average daily circulation was 414 books. Mr. Hall, newly appointed bookmobile driver, has been in the hospital for the past several weeks. In his absence we have been using experienced, capable substitutes.

REFERENCE DEPARTMENT

With the beginning of a new school term, more high school and college students are using the department facilities during the evening hours of 6-9 p.m. and on Saturdays. Scheduling of staff has been rearranged and a substitute employed for Saturday work only.

Respectfully submitted,

Nicholas Winowich

Nicholas Winowich
Director

October 8, 1957

REPORT OF THE DIRECTOR

FOR

OCTOBER 1957

With the virus season upon us, approximately 60% of our staff have become afflicted, at one time or another, with either colds or the flu. Absences from work ranged from between 1-to-5 days with the cluster point at two days. Fortunately, the absences were not prolonged nor did they occur in bunches. It seems that different people became ill at various times and library service to the public continued at almost a normal level.

The Director and five other staff members attended the 43rd Annual Conference of the West Virginia Library Association at Beckley. From all reports, the meetings were most successful. One of the high lights of the two day gathering, I am proud to report, was the presentation of an award by the West Virginia Library Association for distinguished achievement to Dr. Roy Bird Cook in recognition of his "services to the State and to the world of books, as an author, friend of authors, scholar and collector." In other action, the library association passed unanimously a resolution commending the Library Board of the Kanawha County Public Library for "its splendid effort" in securing the passage of its special library bill. An election of officers was held on Saturday morning. Miss Frances Alderson was elected second vice-president and I have been elected first vice-president and president elect. The other officers are: President, Mr. Harold Apel of Marshall College, Secretary, Mrs. Elizabeth Estill of the St. Albans Public Library; and Treasurer, Mrs. Alice Bauer of West Virginia University.

In response to a request made by myself on behalf of the State Jaycees, Junior Division of the Federation of Women's Clubs and librarians throughout West Virginia, Governor Underwood has proclaimed the month of November as KNOW YOUR LIBRARY MONTH.

BOYS AND GIRLS DEPARTMENT

Miss Brown reports that activity has increased in the Children's Department and she attributes this increase in some measure to the reopening of the Children's Museum for its fall and winter programs and visits made to five schools within the city. There were three class visits made to the library this month: a kindergarten class from Morris Memorial Methodist Church, a third grade class from Chamberlain School and an eighth grade class from Sacred Heart School. Miss Brown was guest speaker at the School Librarians' Luncheon at the West Virginia Library Association Convention in Beckley and at the luncheon for school librarians at the West Virginia Education Association Convention in Charleston.

BUILDING AND GROUNDS

Mr. Lander and his staff have rebuilt and painted a range of shelving for the West Virginia collection in the Reference Department. They have also rebuilt and painted a cabinet suitable for the storage of our modest collection of puppets which are used with our story-telling hours in the Boys and Girls Room.

CATALOG DEPARTMENT

A total of 384 volumes were added to the library's book collection in October. The book stock as of October 31, totals 167,737 volumes.

CIRCULATION DEPARTMENT

An inventory to determine what books are missing from the department's approximately 80,000 volumes is being made by Miss Brugger and her staff. Mrs. Bart is preparing several booklists for Adult Education and Morris Harvey College.

EXTENSION DEPARTMENT

Miss Alderson reports that 47 teachers visited the department and selected for deposit collection a total of 1,995 books for 56 grades in 12 schools. In meeting its 23 day schedule, the bookmobile travelled a distance of 1,081 miles.

REFERENCE DEPARTMENT

Miss Gerard reports that reference activities remain high. Of a total of 338 reference questions asked, it is interesting to note that 118 were requests for information made over the telephone. Both figures represent a slight increase in Reference Department service of a year ago.

Respectfully submitted,

Nicholas Winowich

Nicholas Winowich
Director

November 5, 1957

REPORT OF THE DIRECTOR

FOR

NOVEMBER 1957

With the observance of Children's Book Week and college and high school students working on theme papers, the library was exceptionally busy during November.

Miss Alderson, Miss Brown and the Director made a tape recording in observance of Children's Book Week for Mrs. J. C. Norman's program "Church Women's News." The program was broadcast on November 17. They also spoke on "Consider These Our Children" at the Fine Arts Department of the East Side Charleston Women's Clubs on November 20.

BUILDING AND GROUNDS

In addition to the regular work, the building staff painted shelves and cabinets in the Reference Department and made display frames for the Circulation Department. The bookmobile heater was repaired. A new hot water heater was installed by the West Virginia Heating and Plumbing Company at a cost of $245.00. The smoke stack was repaired.

BOYS AND GIRLS DEPARTMENT

November was a busy and enjoyable month for the Boys and Girls Department. Children's Book Week was celebrated during the week of November 17-23. Miss Brown reports that many children came to the library for the first time. Several schools visited the library. Miss Brown visited every grade in J. E. Robins and Capitol schools. On November 6, Miss Brown spoke to the Women of the Moose in "Exploring With Books." Miss Alice Ringel, Senior Clerk, resigned effective December 2. Miss Gladies Evans was appointed effective November 25 to replace Miss Ringel.

EXTENSION DEPARTMENT

The bookmobile generator was repaired during the month. Miss Dorothy Francis, extension librarian, resigned effective December 3. Miss Francis was a very cooperative and efficient librarian. Miss Elizabeth Quarrier will work part time until a full time librarian is appointed. Mr. Hall, bookmobile driver, returned to work on November 2 after a leave of absence due to illness. 1,555 books for 43 grades were selected by teachers for deposit collections.

CATALOG DEPARTMENT

The Catalog Department processed 561 books during November.

CIRCULATION DEPARTMENT

The Circulation Department staff has been busier than usual due to the theme writing required by the college and high school students. The library's occupational pamphlets and books have been heavily used by the students. Several interesting exhibits were displayed. Among them were "Know Your Library," with the proclamation signed by Governor Underwood and "American Education Week." Pamphlets on county, state and national levels in education were available to the public.

REFERENCE DEPARTMENT

Miss Gerard reports that many students received instructions in the use of the library. The reference librarians were busy with students working on theme papers.

An additional stack has been moved in the center of the vault holding the West Virginia Collection.

Respectfully submitted,

Lorena Ammar

Lorena Ammar
Secretary to the Director

REPORT OF THE DIRECTOR

FOR

DECEMBER 1957

The Charleston Council of Jewish Women invited several staff members to participate in a panel discussion on the library's needs, services and problems. The program was presented at the Virginia Street Temple on December 9. Miss Bryson, Miss Brown and Mr. Simmons represented the library.

Work on the administrative manual is continuing. In terms of a progress report, we have just about reached the first, rough-draft stage. Some editing will be necessary, however, before a finished copy is presented to the Library Board for consideration and approval.

The Library Director is in the process of completing a survey on the use and cost of the bookmobile operated by the library. It is expected that the report will be completed shortly. A copy will then be sent to each member of the Library Board.

Because the telephone plays an important role in providing an extension of public library services, a film entitled, "Telephone Courtesy" was shown to all employees.

BOYS AND GIRLS DEPARTMENT

The Boys and Girls room was appropriately dressed for the Christmas season. In addition to the gay decorations, the Boys and Girls room had a beautiful Christmas tree decorated by the pages. Miss Brown reports that approximately one hundred youngsters attended each of the two traditional Christmas puppet shows staged by the department staff.

BUILDING AND GROUNDS

Several new installations were made by Mr. Lander to the interior of the bookmobile. A new fluorescent light was placed in the cab area to give more light to the clerk accepting returned books. A door latch, or panic bar, familiar to us as the type most frequently found on school room doors, was also installed.

CATALOG DEPARTMENT

Miss Brugger reports a total of 566 volumes were added to the library's book collection. The book stock as of December 31, 1957 numbers 168,535 volumes. The bulk of the library's book purchases are made with the Baker and Taylor Company of Hillside, New Jersey, noted for their fast and efficient service. The library receives a trade discount of 36% plus free transportation on all shipments.

CIRCULATION DEPARTMENT

A typical pattern to be found in most public libraries notes the absence of patrons in the days immediately preceding Christmas, while shortly afterwards, generally between December 27-30, a veritable avalanche descends upon the local public library. Ours is no exception. For example, on December 24, a total of 44 books were circulated by the department. On the other hand, on December 30 a total of 588 were taken home by borrowers. This latter period is best described by a remark, overheard, "You can't move for students."

Some very beautiful Christmas decorations, arranged by members of the Kanawha Valley Chapter of the DAR were placed throughout the library.

EXTENSION DEPARTMENT

During the months of November and December teachers from 35 shcools, as

well as our own librarians, have begun to prepare deposit collections for the 119 grades now receiving such services. We have estimated that approximately 5,000 books will be on loan to these schools from now until May.

REFERENCE DEPARTMENT

Miss Gerard reports that reference activity remains high. Space continues to be at a premium, particularly during such periods following Christmas and on most Saturdays.

Respectfully submitted,

Nicholas Winowich

Nicholas Winowich
Director

January 7, 1958

REPORT OF THE DIRECTOR

FOR

JANUARY 1958

The library received the first of its two William A. Bradford, Jr., Memorial Fund checks. The amount was $478.10. The second check is expected to be received in August. You will recall that in 1957 the total amount of Bradford money received was $1,302.68.

The Director attended a meeting of the Executive Board of the West Virginia Library Association on January 4 at Parkersburg.

On January 11, the Junior Department of the West Side Women's Club accepted an invitation to visit the library. Following a tour of all departments, an informal coffee hour was held in the staff room at which time the library's needs and problems were discussed.

An event of particular interest is scheduled for the week of March 16-22 - NATIONAL LIBRARY WEEK. National Library Week will focus widespread attention on reading and on the importance of libraries of all kinds, from the bookshelves in our homes to the vast collections in public, college and university libraries. This is the first nationwide campaign on behalf of reading and libraries. It was organized by the National Book Committee, a non-profit organization composed of prominent citizens, authors, and publishers and devoted to the wider and wiser use of books. The program has the enthusiastic support of the American Library Association. It has received the endorsement of the National Education Association and many national groups, including the Jaycees and General Federation of Women's Clubs are coordinating their Spring activities with NATIONAL LIBRARY WEEK.

The Director attended the Midwinter meeting of the American Library Association in Chicago from January 27 to January 31, 1957. A report of the conference

proceedings is being prepared and upon completion, will be mailed to each member of the Library Board.

The library will undertake, on a limited scale, a new service for which there has been a need. The Extension Department will make up a suitable collection of books, on a three months loan basis, for deposit in each of the city's eight fire stations. Preliminary discussions with the fire chief, the men of the department and the mayor have been completed. Their response to this program was enthusiastic. Our pilot project is expected to begin functioning by April 1. Eventually, it is hoped that similar services can be performed for other organized fire departments in Kanawha County.

A letter workshop was conducted in the Board Room on January 27 by Miss Ammar, Secretary to the Director, for the benefit of all clerical employees. Such problems as format, punctuation, capitalization and spelling were considered. Similar efforts of approximately one-half hour in duration and scheduled between the hours of 9:15 - 9:45 a.m. will take place in the course of the next few months. This is being done since a great many letters are sent from the library and it is important that they be neat, attractive and correct.

The Director extends his thanks and appreciation to Mr. Arthur Hanson for making available duplicate copies of the three briefs presented before the Supreme Court of Appeals of West Virginia.

BOYS AND GIRLS DEPARTMENT

Miss Brown is again, this year, assisting the Children's Theatre group in their speech arts program with youngsters of Kanawha County. She reports that an "overwhelming" number of youngsters have visited the department and borrowed

materials suitable for recitations - mostly works of poetry.

BUILDING AND GROUNDS

Mr. Lander made several electrical repairs to lighting fixtures in the bookmobile, extension department and in the director's office.

CATALOG DEPARTMENT

Miss Brugger reports that a total of 568 volumes were added to the book collection last month; 476 by purchase, 76 by gifts and the remaining 16 by reinstatement.

CIRCULATION DEPARTMENT

Miss Bryson reports that circulation of library materials was not as high as in January of last year. She thinks that it may be due in part to a scarcity of new books.

EXTENSION DEPARTMENT

The two gasoline heaters on the bookmobile will have to be replaced immediately, Supreme Court decision permitting, or certainly before next winter. They simply fail to function when needed. I have tried everything and unfortunately nothing seems to work too well for any length of time. Even the company service manager was unable to correct whatever faults the heaters may have. With a little bit of luck and a great deal of adjusting the rear heater has been operating, but apparently under protest as evidenced by its continual back firing. In place of the front heater we have been using a portable electric heater. Also to be considered for next year, a heated garage of sufficient size should be located, if possible, to house the bookmobile during the winter months.

REFERENCE DEPARTMENT

Miss Gerard is preparing a guide sheet for the use of high school students on how to best use the facilities of the department. It has become increasingly difficult, particularly during term paper time fall and spring - to serve the adult public as well as student who apparently need instruction. We feel this "how-to" guide will be helpful.

Respectfully submitted,

Nicholas Winowich

Nicholas Winowich
Director

February 11, 1958

REPORT OF THE DIRECTOR

FOR

FEBRUARY 1958

The Director spoke before the Women's Civic Council of Charleston on February 3. Following a program devoted to the role of the volunteer worker in the public library, many questions were asked reflecting concern for the library's future.

Because of an increase in demand for services and also due to present limitations of space, the Children's Museum is interested in acquiring new and larger quarters. A committee of the Children's Museum Board and the Junior League of Charleston is studying the problem and making plans for a new building. Thus far architectural plans are complete and the possibility of a site is being considered.

Plans are being completed for the celebration of the first annual National Library Week to be observed during the week of March 16-22. In addition to the usual promotions, our friends at both the Daily Mail and Gazette are cooperating by planning appropriate features.

On censorship - suffice it to say, that any additional expressions of mine would be mere duplications in view of what has already been said and written.

Arrangements have been made to house the bookmobile in a heated garage for the remainder of the winter. A rental charge of $30.00 a month has been agreed upon.

BOYS AND GIRLS DEPARTMENT

Miss Brown reports that the kindergarten class from the Christ Methodist Church visited the library on February 11 for a special "get acquainted" story

hour. Despite limited acquisitions the circulation of children's books remains about equal to that of a similar eight month period of last year.

BUILDING AND GROUNDS

Lighting improvements have been made in the Extension Department with the installation of several fluorescent fixtures.

CATALOG DEPARTMENT

Miss Brugger reports a total of 535 volumes were added to the library's book collection. The book stock numbers 169,027 volumes as of February 28, 1958. Miss Brugger is supervising the cataloging of books for the Charleston General Hospital School of Nursing.

CIRCULATION DEPARTMENT

Under the able direction of Mr. Simmons the department is continually presenting outstanding exhibits. One such display entitled, "Documents of Freedom" consisted of authentic reproductions made on parchment paper of originals found in the National Archives.

EXTENSION DEPARTMENT

The Director continues to receive an occasional inquiry from persons who might be interested in the professional position vacant since December 1. There have been no applications from qualified personnel. Our difficulties, for the most part, may be due to the following: money, supply and demand. The demand for librarians is great; relatively few college graduates are entering library

school and consequently supply is limited; and those who complete the master's program have little difficulty in obtaining jobs where starting salaries are less than attractive.

REFERENCE DEPARTMENT

In spite of continuing severe weather, Miss Gerard reports an unusually busy month. Saturdays continue to be the most popular day, when adults as well as students come to the library.

Respectfully submitted,

Nicholas Winowich

Nicholas Winowich
Director

REPORT OF THE DIRECTOR

FOR

MARCH 1958

For many of us the single most important event in the current history of the Kanawha County Public Library took place on Tuesday morning, March 25, 1958. On that day, the Supreme Court of West Virginia ruled unanimously in favor of the library. This most welcomed news was enthusiastically received by many. The words, "writ awarded" never sounded sweeter nor came at a more opportune time.

From all indications, the first annual National Library Week was a success. A great deal of concentrated public attention was directed toward libraries, books and reading. The four service departments - Boys and Girls, Circulation, Extension and Reference - reported a heavier than usual activity. The Director gratefully acknowledges the gift of cleverly designed cards presented to the library by the United Carbon Company and Advertising Incorporated. These are the same cards you received by mail and saw in many of Charleston's restaurants during National Library Week.

Several months ago the Director in conversation with a number of librarians representing colleges and technical libraries in Kanawha County, discussed informally the role of the library in a community which is predominantly chemical by industry. We merely exchanged ideas and pretty much avoided reaching any solutions. We discussed such topics as:

1. The importance of having a union list of periodicals which would show the periodicals each library receives.

2. Concern over unnecessary duplication of periodicals.

3. Greater use of interlibrary loans and extension of borrowing privileges.

Not too long afterwards, an interesting story appeared in the Daily Mail and Gazette concerning the proposed West Virginia University Kanawha Graduate Center for Science and Engineering. Mr. Robert Munn, University Librarian, in a recent visit to Charleston expressed his interest and cooperation. No one, of course, is making any commitments as further explorations are necessary. Steps are being taken to hold a meeting in the late spring and developments will be reported.

BOYS AND GIRLS DEPARTMENT

The Children's Room, oftentimes the scene of organized confusion, was a veritable beehive of activity particularly during National Library Week. In addition to the usual promotions of tours of the library and story hours - all designed with one purpose in mind; that is to encourage the youngster to visit the library, introduce him to good books and to develop the appreciation for reading - there were movies and dramatizations from three classics, "Winnie-the-Pooh," "Alice in Wonderland" and "Tom Sawyer." On Saturday, March 22, Mrs. Louis Cohen served punch and cookies to the several hundred appreciative youngsters.

BUILDING AND GROUNDS

Despite such obstacles as turnover and absences among the custodial staff, Mr. Charles Lander, our very capable building superintendent, continues to make necessary repairs and installations to furniture and fixtures while keeping the building and grounds neat and clean.

CATALOG DEPARTMENT

Miss Brugger reports that 182 books, approximately one half of which were relatively less expensive juvenile titles, were purchased at an average cost of $1.83 per volume.

CIRCULATION DEPARTMENT

Once each year the American Library Association, through its Notable Books Committee, makes a selection of the best adult books published in the United States in the preceding year. We are pleased to announce that we purchased and had on hand 40 of the recommended titles. The lone exception, an art book, was not ordered because we felt at the time that an expensive item would have further burdened an already limited book budget.

Special departmental promotions included exhibits and preparation and distribution of Catholic and Protestant Lenten reading lists.

EXTENSION DEPARTMENT

The Director and the Department Head are collectively keeping their fingers crossed. A letter of application was received from a young woman graduating this summer from library school. Miss Alderson reports that keeping the bookmobile in a heated garage during the winter's worst weather certainly contributed to staff comfort and morale.

REFERENCE DEPARTMENT

The latest editions of the City Codes of Charleston and South Charleston were recently presented to the library. The Director hopes that he can secure, when published, codes of other municipalities.

Respectfully submitted,

Nicholas Winowich

Nicholas Winowich
Director

April 1, 1958

DIRECTOR'S MIDWINTER REPORT

One of the biggest and busiest Midwinter meetings on record was held in Chicago during the final week of January, 1958. It since has been reported that registrations totaled 1,461 and that 267 scheduled meetings were held.

American Association of Library Trustees

Mrs. Merlin Moore from Arkansas, president of the Trustee section, reported that 129 trustees from 39 states were registered - which was something of a record for Midwinter meetings. The AALT is rapidly becoming an effective and determined group within ALA. They are enthusiastically undertaking a program to recruit 7,000 trustees for membership in the American Library Association.

Council Meetings

There were two meetings of Council, the governing body of the Association. A progress report was heard from a committee charged with locating a new and larger Chicago site for ALA headquarters. A resolution was adopted calling for the full appropriation by Congress of the seven and one-half million dollars authorized by the Library Services Act. This action was made necessary in view of the administration's recommendation that only three million be appropriated. West Virginia's share of federal funds will total $167,674 under the full appropriation, and only $62,061 if the administration's recommendation is followed.

Library Administration Division - Buildings and Equipment Section

Building plans, programs, pictures, etc., of public and small liberal arts college libraries will be gathered and exhibited for discussion purposes at the 1958 annual conference to be held in San Francisco.

Library Administration Division - Financial Administration

The Chairman is setting up committees on Costs, Purchasing and Budgeting.

These committees will be in addition to those on Cost of Bookmobile Operation and Insurance for Libraries.

Library Administration Division - Personnel Administration Section

A study group is being organized to evaluate and make recommendations on in-service training for both professional and non-professional personnel. A committee will also be appointed to make a survey of salaries of library personnel with a preliminary report to be given at the San Francisco conference.

National Library Week

The executive director and officers of the National Library Week described the widespread support which has been marshalled on behalf of the first annual, nationwide observance devoted exclusively to libraries, reading and books. The committee exhibited materials which would become available to libraries throughout the country to be used in planning local programs emphasizing the value of the printed word.

Respectfully submitted,

Nicholas Winowich

Nicholas Winowich
Director

March 19, 1958

REPORT OF THE DIRECTOR

FOR

APRIL 1958

The placement of long overdue book orders was one of the first items of business in April. We began to reduce sharply our book purchases with the fall titles of 1957 and it was only natural that we resume here. Then, too, we felt that any further delay in ordering these titles might result in receipt of notices that the books were no longer available. Our ordering has progressed to the point where we have completed work on spring titles. We are also concentrating to a small degree, on purchasing replacement copies of fiction and non-fiction titles which have become worn out and for which there is a continuing demand.

Our book acquisitions for the period of July through March were approximately 50% less than for a similar period of the preceding year.

Miss Juliette Bryson, Chief of the Circulation Department, is on her way to Europe via the Queen Elizabeth. She will visit most of the European countries before departing for home by plane on June 18.

The library, through its Extension Department, has just completed its first month of library service to the eight Charleston fire stations. At this early date, Miss Alderson notes a great deal of enthusiasm and surprisingly enough, we have had to change these book collections from predominately fiction to non-fiction titles. The requests are not for westerns and mysteries as anticipated, but for books on photography, gardening, history, missiles, rockets, satellites, hunting and fishing, baseball, hi-fi and yes, even for a book on Chinese culture.

BOYS AND GIRLS DEPARTMENT

Miss Brown reports that six classes of boys and girls from five elementary

schools and one junior high school visited the department for the purpose of getting better acquainted with their public library and the wonderful world of books. Miss Brown spoke before the Fort Hill School P.T.A. and Watts School P.T.A. on the subject of parental reading and the pre-school child.

BUILDING AND GROUNDS

Mr. Lander and his crew continue to make the necessary repairs and installations to furniture and fixtures. Some areas of the library interior are being vastly improved with an application of a coat of paint.

CATALOG DEPARTMENT

The library's book stock will soon total 170,000 volumes. There were on hand, as of April 30, a total of 169,508 volumes. The bulk of this year's acquisitions will be processed during the months of May and June. Miss Brugger has spent approximately 22 hours the last two months directing the cataloging of books for the Charleston General Hospital School of Nursing. The project is near completion and to date a total of 450 books have been cataloged. Mrs. Christine Parrish resigned and Miss Mae Thomas of the Extension Department was promoted to the position of order clerk.

CIRCULATION DEPARTMENT

Mrs. Margaret Hilliard, Acting Chief Circulation Librarian, reports that departmental activity has increased by approximately 20% over April of last year.

The library is proud of the role it plays in providing space for interesting, attractive and informative exhibits. Last month we had several displays worthy of mention:

"Nesting Time" - A natural woodland scene showing bird nests amid blooming

plants. The exhibit was created by Mrs. Ann Shreve of the Handlan Chapter of the Brooks Bird Club. You may have seen this fascinating display in the lobby.

"Knowing and Attracting Birds" - This exhibit was arranged in cooperation with the Handlan Chapter of the Brooks Bird Club. A rare group of bird skins from the collection of Mr. C. O. Hundley was exhibited in the main room together with nests, bird eggs, bird houses and feeders.

"Exhibition of Paintings by Studio 12" - As a part of Charleston's Fourth State Creative Arts Festival Program to encourage interest and participation in creative expression, ten local artists exhibited paintings.

"River Man" - Reproductions of drawings and photographs of early steamboats were displayed in the museum case. They were, at the conclusion of the exhibit, presented to the library by Captain Claude Brown. Much of the material used will appear in Captain Brown's forthcoming book scheduled for summer publication.

EXTENSION DEPARTMENT

Miss Alderson reports that the summer schedule for the bookmobile is now complete, listing 50 stops as compared to 45 of last year. Several stops were eliminated because of poor patronage while a few new visitations have been added. Seventy-five teachers visited the department to select 93 deposit collections totalling 3,435 books for September delivery to 23 schools.

REFERENCE DEPARTMENT

Mrs. Ida Bullen, assistant librarian in the department, has given notice of resignation to become effective June 30.

Respectfully submitted,

Nicholas Winowich

Nicholas Winowich
Director

May 6, 1958

REPORT OF THE DIRECTOR

FOR

MAY 1958

The summer staff vacation schedule is now complete. Substitute librarians have been employed for the summer.

BOYS AND GIRLS DEPARTMENT

Miss Brown visited several schools to meet and talk with teachers and children about the library's reading clubs. She presented Noble Order of Bookworm awards to 257 youngsters, each of whom had read at least 10 books. Interest in this year's summer reading club activity is at an all time high. Miss Brown reports that approximately 1,100 children have enrolled for membership in the club which is adopting - BY ROCKET TO ADVENTURE as its reading slogan. During the last week of May the department experienced one of its heaviest five-day circulation periods when 3,172 books were borrowed for home use. Miss Brown proudly notes that two church kindergarten classes and 16 elementary school classes visited the department for a library and book orientation program.

BUILDING AND GROUNDS

Mr. Lander replaced an 8' x 8' section of the floor in the Boys and Girls workroom which was in a hazardous condition.

CATALOG DEPARTMENT

Miss Brugger reports that 1,859 volumes were added to the library's book collection. Of this number 76 were acquired through gifts. The total number of volumes number 171,081 as of May 31, 1958.

CIRCULATION DEPARTMENT

Mrs. Hilliard reports that circulation of materials remains high. She points

out that with the acquisition of more books, interestingly enough, fewer reserves are made. In May, the department took 179 reserves. In April there were 214 and in March when only a few new titles were added, 304 reserves were taken. Another outstanding exhibit - "Here Comes The Circus" - composed of photographs, posters, handbills and models from the nationally known Arter-Rush circus collection was on display and received a great deal of attention. Tickets of admission for publicity purposes were printed and distributed in the community. In addition there was newspaper, radio and television publicity.

EXTENSION DEPARTMENT

Preparations for a comfortable winter on the bookmobile are assured with the installation of a heating system using liquid petroleum gas. It was necessary to replace the two unsatisfactory gasoline heaters which functioned all too infrequently. Total circulation for the department numbered 27,869 volumes - an increase of 13,021 volumes over May of last year. Miss Alderson visited 50 schools, and met principals, teachers and school children to encourage reading activities.

REFERENCE DEPARTMENT

Activity in the reference department is beginning to level off after having reached its peak during the Fall, Winter and Spring months. Miss Hazel Fisher has been employed to fill the vacancy created by Mrs. Bullen's resignation.

Respectfully submitted,

Nicholas Winowich

Nicholas Winowich
Director

June 10, 1958

REPORT OF THE DIRECTOR

JUNE 1958

The West Virginia Library Association will not hold a state meeting of librarians, trustees and friends in 1958. Instead, it will meet with other library associations from Delaware, District of Columbia, Maryland, New Jersey and Pennsylvania in a regional conference in Atlantic City on October 2-4. The Executive Board of the West Virginia Library Association, at its meeting on June 14, also voted to keep the present slate of officers - H. W. Apel, President; Nicholas Winowich, First Vice-President; Frances Alderson, Second Vice-President; Mrs. Elizabeth Estill, Secretary; and Mrs. Alice Bauer, Treasurer - in office for the year 1958/1959.

BOYS AND GIRLS DEPARTMENT

Miss Brown reports that the children's literature classes of summer school students from Morris Harvey, West Virginia State and Marshall visited the department. A lecture on children's reading and books was presented.

BUILDING AND GROUNDS

Mr. Lander continues to make necessary repairs to windows, fixtures and equipment. New shelving in the Boys and Girls Department was painted. Several sections of reclaimed shelving have been rebuilt, painted and installed in the Catalog and Extension Departments.

CATALOG DEPARTMENT

Miss Brugger reports that 1,511 volumes were added to the book collection. There are on hand, as of June 30, 1958 a total of 171,414 volumes.

CIRCULATION DEPARTMENT

Both Mrs. Hilliard and Miss Figgatt have been assisting Miss Brugger with cataloging of new books and phonograph records. This is being done, when schedules

permit, because we are anxious to get as many titles into the service departments as soon as possible where the borrowing public can make use of them.

Miss Bryson has returned from her trip abroad and resumed her duties at the library on June 23.

EXTENSION DEPARTMENT

Mrs. Thelma Amick and Mr. Harry Shanklin were employed as summer substitutes and began work on June 1.

Departmental circulation figures for June are 43,759 in contrast with 43,162 for June a year ago.

REFERENCE DEPARTMENT

Miss Gerard reports that the department's collection of college catalogs received a great deal of use from parents and prospective students. With the return of the summer school student, the department's services and facilities are once again in demand.

Respectfully submitted,

Nicholas Winowich

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Director

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